Tips For Completing Your SRSD/UIC Application Security Agreement

- *Staff members at LEA, PSA and ISD districts should complete this security agreement for the purpose of resolving duplicate student records and Unique Identification Codes (UICs).*

- At least one staff member from your LEA, PSA or ISD-operated school district must be designated to perform the functions of the UIC component of the expanded SRSD/UIC Application.

- Only one person can act as your District Internal Account Administrator (DIAA). However, your account administrator also can resolve UICs (the third box in Step 3 on the security agreement). The person you designate on this security agreement as the District Internal Account Administrator will be able to add additional staff members as needed for the purpose of resolving UICs. This will occur when DIAA user management has been released at some point in the future.

- The person(s) who you select as your District or School Level Resolver will be responsible for the following functions of the SRSD/UIC application:
  - ♦ Student UIC Resolution (Phase 1)
  - ♦ Duplicate UIC Resolution (Phase 2)
  - ♦ Generate Reports/Download UICs
  - ♦ Student Search/Creating New UIC
  - ♦ Upload for UIC Request

- For now:
  - ♦ If you choose to submit only one security agreement for the UIC component of the application, please select the third box in Step 3 on the security agreement. This third option allows this individual to act as an account administrator and a UIC resolver.

  - ♦ If you need more than one person to resolve UICs, you will need to complete and submit separate security agreements for each individual and mark the first box, Resolving UICs

- Regarding Step 4 of this security agreement, first-time users of the UIC component of the expanded SRSD/UIC Application will probably not need to remove any individuals from an existing Michigan Education Information System (MEIS) account. The removal section of Step 4 should be used if there are any changes in staffing at your LEA, PSA or ISD-operated schools/facilities in the future.

- *Note on superintendent signature line:* Now that security agreements are distributed via the Web, CEPI must secure the superintendent's signature to affirm consent and to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) governing the use of student data. For public school academies, the school leader, chief administrator, or principal must sign with his/her title.

Please fax or mail page 2 of your SRSD/UIC Application Security Agreement to

DIT Client Service Center
235 S. Grand, Suite 304
Lansing, Michigan 48913
Fax #: (517) 241-8439
Email: Help-Desk@michigan.gov

<table>
<tr><td>**District Use Only**
(ISD, LEA and PSA Districts)</td><td>**Center for Educational Performance and Information**
MEIS Security Agreement to Access the Combined
Single Record Student Database/Unique Identification Code Application
Resolving Duplicate SRSD Records and UICs/Internal Account Administration</td></tr>
</table>

Step 1. ISD Code: _____ ISD Name: _____

District Code: _____ District Name: _____

Step 2. Enter the name of the designated individual whom the Superintendent authorizes to resolve Unique Identification Codes (UICs) and/or to serve as District Internal Account Administrator.

_____ _____
Name (type or print) Title

_____ _____
E-mail Address Phone Number

Step 3. Please check **only one box** for the permissions being requested.

☐ Resolving UICs ☐ District Internal Account Administrator ☐ Resolving UICs AND Account Administration

Resolving UICs - *resolve duplicate students/UICs for your district, request new UICs, view/create reports, and search for students.*
District Internal Account Administrator - *create/modify the SRSD/UIC authorized user accounts for your district.* **(not yet available)**

For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, use Internet Explorer to access the Internet and go to the following URL: **www.michigan.gov/meis.** Click on the MEIS logo. On the next screen click on **"Create an MEIS Account."**

Step 4. Once an MEIS account number is obtained, please enter the following requested information:

Authorized MEIS Account Number (e.g., A1234567): _____
Authorized MEIS Account Login Name (e.g., smithjan): _____

NOTE for ISD Staff: If you are already authorized to upload and/or audit SRSD for your ISD, you will need to have a separate MEIS account to resolve duplicate SRSD records and UICs for your ISD-operated schools/facilities. Please call the DIT Client Service Center at 517-335-0505 for assistance.

Please complete the next line if you are replacing a formerly authorized individual. *(Check all boxes that apply.)*

_____ _____ _____
Name of Formerly Authorized Individual MEIS Account Number MEIS Login Name

❑ Please remove this individual from the SRSD/UIC application (i.e., s/he is no longer responsible for the SRSD/UIC).
❑ Please close this individual's MEIS account (i.e., s/he is no longer employed by this district).

Step 5. For the authorized individual: *Please sign below.*
CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) as well as the Privacy Act of 1974 governing records maintained on individuals. You may access a copy of FERPA from http://www.ed.gov/legislation/FedRegister/finrule/2000-3/070600a.html and the Privacy Act from http://www.usdoj.gov/foia/privstat.htm.

By signing this agreement, I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

_____ _____
Signature of Individual to be Authorized Date

Step 6. For the Superintendent: *Please Sign Below.*
I attest that the above-named individual is authorized by me to perform the function identified in the box checked above for the combined SRSD/UIC application.

_____
Name of District/Agency

_____ _____
Signature of Superintendent Date

Step 7. **Mail or fax this form to:** **DIT Client Service Center**
235 S. Grand, Suite 304
Lansing, Michigan 48913
Fax #: (517) 241-8439
E-mail: Help-Desk@michigan.gov